CSTARS USER GROUP
July 8, 2004
Meeting Minutes

ATTENDEES:

Mike Sade, OAM

Crystal Davis, OAM

Kevin Crowley, OAM

Tom Cochran, OAM

Debra Young, OAM

Dan Alexander, OAM

Lorenzo Ariyo-Lewis, OAM

Dao Vissering, OAM

Chris Nolte, OAM

John Abbott

Chuck Hughes, NOAA

Jan Dodi, NOAA

Jacob M. Nyguist, NOAA

Marjie Dones, NOAA

Brenda Summer, NOAA

Randall Brown, NOAA

Lynne Phipps, NOAA

Willette Hamilton, OSDBU

Pam Harper, OCS

Jacqueline Wilson, Census

Suja Madhavan, Census

Clark Terrell, Census

Ken Pooton, CAMS

Jerry Rhorstrom-Lee

Pat Grimes, NIST

Sandy Feebach, NIST

Gary Hill, CACI

Tara Kerns, CACI

ADMINISTRATIVE
❖ The next CSTARS Users Group Meeting will be held August 5, 2004 at NIST.
❖ Review of Open Action Items
  o Refer to Action Item Chart for Status

CASE FOR CHANGE
❖ Presentation of "Case for Change" by Mr. Mike Sade.
❖ As you all know, workload is increasing but resources are not. Additional resources are hard to find and not readily available. There are 5 elements for the Case for Change.
  ▪ Ensure Acquisition Community is focused on the vision and the outcome.
  ▪ For everyone at the Bureau's to continue to look for ways to streamline and refine your current internal processes as well as making suggestions on DOC wide processes.
  ▪ Partnering of the Acquisition Group with the customer base and stakeholders is pivotal in our success. Getting involved early in the Acquisition Process and working with the customer base to produce accurate documents will prevent many mistakes and reduce rework significantly. Studies have shown in the commercial markets that this method will free up 20/30 percent of our current resources.
  ▪ Becoming a performance focused organization. Monitoring the Balanced Scorecard and establishing benchmarks to meet. With the

Balanced Scorecard we can determine which of our processes are working and which need to be improved. This by locating bottlenecks and gathering true performance metrics which we can act upon.

- Effectively leverage our current technology base and make sure we are using them to their fullest capacity. In other words "make these machines work for us".
  - Financial Interface – It is imperative that we are integrated to have a view of the full-life cycle and reduce the resources needed to push the data between systems
  - NOAA Databases - Figure out what it takes to improve the dissemination. We are wasting technical resources and it will only get worse at integration to other systems increase.
  - Data Elements Standardization - True re-engineering of our data-handling process. Why one group is collecting particular data elements and another group is not? When you standardize elements you it is much easier to understand the flow of data as in comes from different Bureaus. When data means the same thing across Bureau's it becomes a source of meaningful "information".
  - EARS- Enterprise Acquisition Reporting System - Ability to collect and analyze information who is buying and how much it cost and what is being bought. Are we spending money in the right place?

❖ Data Standardization will assist in collecting all the data and turn it into information. Training should be an opportunity to learn to make the best use of the system and make better decisions on where to change the system or product. If there is standardization then the resources are more easily portable.

❖ Census has declared that they need refresher training and J. Wilson has received an offer from CACI and also an offer from other Bureaus who have used CSTARS. This will be discussed off line.

❖ Debra Young advises all of the HCO's to plan on training and put dollars aside for updates to training etc. There is always going to be new personnel and new/refined processes.

IT SECURITY

❖ Review by CIO's Office of the security plan and accreditation office. Issues are more procedural and need to incorporate them into the plan. On right track for IT security.

❖ Working on remote access and Rules of Behavior. Still communicating with consultant to have official distribution.

FINANCIAL INTERFACE

❖ Began detail level design phase.

❖ Kickoff meeting will be in the next week.

- ❖ Draft design document will be available approx. August 27th.
- ❖ The finance team will walk through the document with each bureau and then they will take comments and determine if they will/can be incorporated.
- ❖ Kick-off Audience will be Finance and Acquisition.
- ❖ The ITBP process will be included but they will need more detail. Census will provide more information.
- ❖ **ACTION ITEM: Draft design document will be posted approx August 27 and there will be a kickoff meeting in the next 2 weeks.**

CSTARS 5.8C Review

- ❖ This release will have more changes for FPDS-NG.
  - o Single sign-on capability
  - o Derived PIID lookup
  - o Delivery will by approx August.

DISASTER RECOVERY

- ❖ Disaster Recovery will begin December 6-8.

CSTARS DATA ELEMENTS

- ❖ Kick-off meeting on July 7th was a success in keeping bureaus informed on the process of determining data elements for standardization.
- ❖ An initial suggestion to bring the finance community to these discussions was reconsidered by C. Davis. The data elements being determined initially are procurement related, hence only procurement personnel are required. Once the Financial Interface Detailed Design becomes available we will look at the Financial aspect more closely.

E-GOV INITIATIVES

FPDS-NG

- ❖ Reduction in the number of problems. Web server at OCS is staying up. Many still looking for answers from GCE.
- ❖ **ACTION ITEM: Yancy to follow up with GCE and the outstanding problems**

BPN/CCR-Data Update-To-Date

- ❖ Being updated everyday and running well.

FEDBIZOPS

- ❖ Gary is looking at CSTARS and if it can have separate user names instead of have a site name and ID.
- ❖ OS+ is the pilot program.
- ❖ **ACTION ITEM: Crystal will find out information on when Fed Biz Ops will expire and when the new contract will begin.**

COMPRIZON™SUITE

- ❖ No one has tried out the system yet. Bureaus have been asked again to login and give it a spin, then provide feedback to CACI.
- ❖ **ACTION ITEM: Tara will resend the user names to John Abbott.**

PM SURVEY

- ❖ **ACTION ITEM: Crystal to provide Team Leads with survey after the user's group meeting.**
- ❖ If Bureau has had no interaction with Gary then Mark the N/A capability without associated a number.

COMMENTS

NIST: Issues with FPDS-NG and they all need to be addressed

ACTION ITEM: Schedule a meeting prior to Yancy going to GCE and he will have all the information to take to the GCE meeting.

ACTION ITEM: Yancy to provide information on the 281 issue.